



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



**JOB OPPORTUNITY
FIRST SHIFT LEAD CUSTODIAN
BULLARD-HAVENS TECHNICAL HIGH SCHOOL**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE](#)

Open To: The Public
Location: 500 Palisade Avenue, Bridgeport, CT 06610
Hours: Monday – Friday, 8:00 a.m. – 4:00 p.m.
Salary: \$16.45 Per Hour
Closing Date: April 27, 2015
Posting #: 58147

EXAMPLE OF DUTIES:

Plans crew workflow and determines priorities; schedules, assigns, oversees and reviews work; establishes and maintains crew procedures; provides staff training and assistance; conducts or assists in conducting performance evaluations; acts as liaison with operating units, agencies and outside officials regarding unit policies and procedures; may make recommendations on policies or standards; may prepare reports and correspondence; ensures supplies and equipment for crew are adequate by reporting shortages to supervisor; performs full range of duties as outlined in Custodian class specification; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:**

Knowledge of building custodial and/or housekeeping work and related equipment; interpersonal skills; oral and written communication skills; ability to operate, care for and perform minor maintenance on tools and equipment used in daily work; some supervisory ability.

GENERAL EXPERIENCE:

One (1) year of experience in work that could reasonably be expected to provide the knowledge, skills, and abilities listed above.

PREFERRED EXPERIENCE:

The preferred candidate has experience performing custodial work in a school environment.

SPECIAL REQUIREMENT:

Incumbents in this class may be required to possess appropriate current licenses or permits.

PHYSICAL REQUIREMENT:

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Note:

1. The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

APPLICATION PROCEDURE/REQUIRED DOCUMENTS:

All required documents must be received by close of business on the closing date in order to be considered for interview.

1. Cover letter
2. An Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.sde.ct.gov>.
3. The names and contact information for three (3) pertinent professional references.
4. If you are a State employee, please submit a copy of your two most recent service ratings in addition to the above documents.

Note: **Current State Department of Education employees in the NP-2 bargaining unit are required to submit the CT-HR-12 application only.**

**Bullard-Havens Technical High School
500 Palisade Avenue
Bridgeport, CT 06610
ATTN: Annette Segarra-Negron, Business Manager
TEL: (860) 579-6333**

Applications will be accepted via U.S. mail or hand delivery only.

The CTHSS is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. The CTHSS does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.** The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Connecticut Technical High School System's nondiscrimination policies and practices should be directed to:

Levy Gillespie
Equal Employment Opportunity Director/American with Disabilities Act Coordinator
State of Connecticut Department of Education
25 Industrial Park Road
Middletown, CT 06457
860-807-2071
Levy.Gillespie@ct.gov
(Coordinator for matters related to Affirmative Action/Equal Opportunity Employment and nondiscrimination policies and practices)

Beatrice Tinty
Education Consultant
Connecticut Technical High School System
25 Industrial Park Road
Middletown, CT 06457
860-807-2220
(Coordinator for matters related to Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973)

U.S. Department of Education
Office for Civil Rights
5 Post Office Square, Suite 900
Boston, Massachusetts **02109-3921**
617-289-0111
Fax number 617-289-0150
TTY/TDD 877-521-2172
(Matters related to race, color, national origin, age, sex and/or disability)

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER